

## **Paying Reimbursable Services through Rent Bill**

### **Background**

The program allows customer agencies to pay for recurring reimbursable services through the OA Billing process (OA Tool and OA Billing). Examples of the type of services include: overtime utilities, enhanced custodial services, mechanical O & M – HVAC and mechanical O & M – Others. This program is for one year and is renewable each fiscal year. An agency representative must certify that funds are available in customers' rent account for the reimbursable services.

Each request is handled through the Occupancy Agreement (OA) process.

### **The Role of National Office (Revenue Division - PFR)**

- Agencies can submit either an email or letter requesting to participate in the program to the Director of Revenue Operations (PFR). The request includes the location(s) of the building, the services requested for the building and the contact information.
- PFR will coordinate the request with reality specialists in the Region to ensure service can be provided by the lessor, and that the OA is amended to include the reimbursable costs.
- PFR then contacts the agency to inform them of the current rent charges and anticipated RWA charges to be processed through rent. PFR wants to verify that funds for reimbursable services and rent as indicated are available for this fiscal year.
- PFR prepares a letter or email to the Region and participating agency that the request to participate in paying RWA through rent is approved.

### **The Role of the Regional Office**

- The Region sends the agency's request to the building manager to obtain an annual estimated cost for the services.
- The Region provides the estimate annual cost for services to whoever is responsible for receiving and paying the customers rent bill and a copy of the annual cost of RWA services is sent to PFR.
- Obtain the fund certifying official signature.

- Obtain the customer agency authorizing official signature on the Revised OA with RWA charges.
- Request permission from the RBM team to include reimbursable services on the bill.
- Region process the revised OA in OA Tool for OA Billing

## **Pricing Policy**

Billing recurring services through the rent bill can be found in the Pricing Desk Guide 4<sup>th</sup> Edition in section 2.12 (for leased space) or 3.13 (for federal space). Also, Appendix A contains a sample letter that can be transmitted to help agencies enroll in the program.

The 4<sup>th</sup> edition of the Pricing Desk Guide is available at [www.gsa.gov/rentpricingpolicy](http://www.gsa.gov/rentpricingpolicy).

## **Point of contact**

**If you have any questions, please contact the Revenue Operations Division,**  
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